



**Delaware Township Board of Supervisors**

*Organization Meeting*

January 3, 2023 – 6pm

**MINUTES**

*PLEASE TURN CELL PHONES TO VIBRATE*

**Call to Order** at 6:00 p.m.

**Pledge of Allegiance**

**Roll Call – In attendance:** John Henderson, Rick Koehler, Thomas Farley, Esq. and Krista Predmore. **Absent:** Jane Neufeld.

**Motion** to appoint John Henderson as Temporary DTBOS Chairman was made by Mr. Koehler with a second by Mr. Henderson. Voting: All in favor. **Motion carries.**

**Public Comment on Agenda** - none.

1. **Motion** to appoint John Henderson as 2023 DTBOS Chairman was made by Mr. Koehler with a second by Mr. Henderson. Voting: All in favor. **Motion carries.**
2. **Motion** to appoint Rick Koehler as 2023 DTBOS Vice Chairman was made by Mr. Henderson with a second by Mr. Koehler. Voting: All in favor. **Motion carries.**
3. **Motion** to appoint Rick Koehler as Township Treasurer was made by Mr. Henderson with a second by Mr. Koehler. Voting: All in favor. **Motion carries.**
4. **Motion** to appoint John Henderson as Township Secretary was made by Mr. Koehler with a second by Mr. Henderson. Voting: All in favor. **Motion carries.**
5. **Motion** to appoint Krista Predmore as Delaware Township Administrator/Assistant Treasurer was made by Mr. Koehler with a second by Mr. Henderson. Voting: All in favor. **Motion carries.**
6. **Motion** to recognize Robin Jones as Deputy Tax Collector as appointed by Mary Lou Corbett was made by Mr. Koehler with a second by Mr. Henderson. Voting: All in favor. **Motion carries.**
7. **Motion** to authorize Supervisors John Henderson and Rick Koehler as Signatories on all Banking and Checking Accounts was made by Mr. Koehler with a second by Mr. Henderson. Voting: All in favor. **Motion carries.**



8. **Motion** to approve Wayne Bank, Dime Bank and PLGIT as Depositories for Delaware Township was made by Mr. Koehler with a second by Mr. Henderson. Voting: All in favor. **Motion carries.**
9. **Motion** to establish the Treasurers bond at \$2,800,000 was made by Mr. Koehler with a second by Mr. Henderson. Voting: All in favor. **Motion carries.**
10. **Motion** to establish the Assistant Treasurer's bond at \$100,000 was made by Mr. Koehler with a second by Mr. Henderson. Voting: All in favor. **Motion carries.**
11. **Motion** to appoint Thomas Farley Esq. as Delaware Township Solicitor at a rate of \$175 per hour was made by Mr. Koehler with a second by Mr. Henderson. Voting: All in favor. **Motion carries.**
12. **Motion** to authorize Treasurer to pay usual monthly bills due between regular scheduled meetings was made by Mr. Koehler with a second by Mr. Henderson. Voting: All in favor. **Motion carries.**
13. **Motion** to appoint Kirk Summa & Co LLP as certified public accounting firm to replace the elected auditors for Delaware Township was made by Mr. Koehler with a second by Mr. Henderson. Voting: All in favor. **Motion carries.**
14. **Motion** to appoint Richard Bailo as full-time Delaware Township Road Master was made by Mr. Koehler with a second by Mr. Henderson. Voting: All in favor. **Motion carries.**
15. **Motion** to appoint John Klaus as full-time public works employee was made by Mr. Koehler with a second by Mr. Henderson. Voting: All in favor. **Motion carries.**
16. **Motion** to appoint Scott Axelband as full-time public works employee was made by Mr. Koehler with a second by Mr. Henderson. Voting: All in favor. **Motion carries.**
17. **Motion** to appoint Steven Schmalzried as part-time emergency snowplow driver was made by Mr. Koehler with a second by Mr. Henderson. Voting: All in favor. **Motion carries.**
18. **Motion** to appoint Robin Jones as full-time Administrative/Human Resources Assistant was made by Mr. Koehler with a second by Mr. Henderson. Voting: All in favor. **Motion carries.**
19. **Motion** to appoint Jamie Montague as full-time Permit Assistant/Right to Know Officer was made by Mr. Koehler with a second by Mr. Henderson. Voting: All in favor. **Motion carries.**



20. **Motion** to appoint Gilbert Clark as part-time Bulk Waste Attendant was made by Mr. Koehler with a second by Mr. Henderson. Voting: All in favor. **Motion carries.**
21. **Motion** to appoint Rick Schultz as part-time emergency snowplow driver was made by Mr. Koehler with a second by Mr. Henderson. Voting: All in favor. **Motion carries.**
22. **Motion** to appoint Michael Montague as part-time emergency snowplow driver was made by Mr. Koehler with a second by Mr. Henderson. Voting: All in favor. **Motion carries.**
23. **Motion** to appoint Ron Tussel as part-time Sewage Enforcement Officer was made by Mr. Koehler with a second by Mr. Henderson. Voting: All in favor. **Motion carries.**
24. **Motion** to reimburse 65.5 cents per mile for use of personal vehicle while on official Delaware Township business was made by Mr. Koehler with a second by Mr. Henderson. Voting: All in favor. **Motion carries.**
25. **Motion** to appoint Richard Bailo to the Pike County Road Task Force was made by Mr. Koehler with a second by Mr. Henderson. Voting: All in favor. **Motion carries.**
26. **Motion** to appoint LVL Engineering Group as Township Engineers was made by Mr. Koehler with a second by Mr. Henderson. Voting: All in favor. **Motion carries.**
27. **Motion** to appoint Code Inspections, Inc. as Delaware Township Residential and Commercial Building inspectors was made by Mr. Koehler with a second by Mr. Henderson. Voting: All in favor. **Motion carries.**
28. **Motion** to appoint Ron Tussel as part-time Delaware Township Zoning/Code Enforcement Officer at a rate of \$26.50 with mileage reimbursement was made by Mr. Koehler with a second by Mr. Henderson. Voting: All in favor. **Motion carries.**
29. **Motion** to appoint Matthew Light as Delaware Township Emergency Management Coordinator was made by Mr. Koehler with a second by Mr. Henderson. Voting: All in favor. **Motion carries.**
30. **Motion** to appoint Dillon Miller as Deputy Delaware Township Emergency Management Coordinator was made by Mr. Koehler with a second by Mr. Henderson. Voting: All in favor. **Motion carries.**
31. **Motion** to appoint Christian Weed, Esq. as Alternate Delaware Township Solicitor at a rate of \$175 per hour was made by Mr. Koehler with a second by Mr. Henderson. Voting: All in favor. **Motion carries.**



32. **Motion** to appoint Thomas Farley Esq. as Delaware Township Planning Commission Solicitor at a rate of \$175 per hour was made by Mr. Koehler with a second by Mr. Henderson. Voting: All in favor. **Motion carries.**
33. **Motion** to appoint Christian Weed, Esq. as Alternate Planning Commission Solicitor at a rate of \$175 per hour was made by Mr. Koehler with a second by Mr. Henderson. Voting: All in favor. **Motion carries.**
34. **Motion** to appoint Stacey Beecher, Esq. as Delaware Township Zoning Hearing Board Solicitor was made by Mr. Koehler with a second by Mr. Henderson. Voting: All in favor. **Motion carries.**
35. **Motion** to appoint Anthony Waldron, Esq. as alternate Delaware Township Zoning Hearing Board Solicitor was made by Mr. Koehler with a second by Mr. Henderson. Voting: All in favor. **Motion carries.**
36. **Motion** to appoint Max Brinson to a 4-year term on the Delaware Township Zoning Hearing Board was made by Mr. Koehler with a second by Mr. Henderson. Voting: All in favor. **Motion carries.**
37. **Motion** to appoint Steve McBride as Delaware Township Vacancy Board was made by Mr. Koehler with a second by Mr. Henderson. Voting: All in favor. **Motion carries.**
38. **Motion** to appoint Mike Moffa (alternate) to the Delaware Township Building Hearing Board was made by Mr. Koehler with a second by Mr. Henderson. Voting: All in favor. **Motion carries.**
39. **Motion** to appoint Krista Predmore as Delaware Township Building Hearing Board Secretary was made by Mr. Koehler with a second by Mr. Henderson. Voting: All in favor. **Motion carries.**
40. **Motion** to appoint Stacey Beecher, Esq. as Delaware Township Building Hearing Board Attorney was made by Mr. Koehler with a second by Mr. Henderson. Voting: All in favor. **Motion carries.**
41. **Motion** to appoint Jim Owens to a 3-year term on the Delaware Township Building Hearing Board was made by Mr. Koehler with a second by Mr. Henderson. Voting: All in favor. **Motion carries.**
42. **Motion** to appoint Robin Jones as Secretary of the Delaware Township Safety Committee was made by Mr. Koehler with a second by Mr. Henderson. Voting: All in favor. **Motion carries.**

43. **Motion** to appoint Scott Axelband, Gary Freese and Meaghan Irwin to the Delaware Township Safety Committee for a 1-year term was made by Mr. Koehler with a second by Mr. Henderson. Voting: All in favor. **Motion carries.**
44. **Motion** to appoint Jamie Montague as Zoning Hearing Board Secretary at a rate of \$35 per meeting was made by Mr. Koehler with a second by Mr. Henderson. Voting: All in favor. **Motion carries.**
45. **Motion** to table the appointment of a Recreation Committee member for a 3-year term was made by Mr. Koehler with a second by Mr. Henderson. Voting: All in favor. **Motion carries.**
46. **Motion** to table the appointment of a member to the Pike County Council of Government representative for Delaware Township was made by Mr. Koehler with a second by Mr. Henderson. Voting: All in favor. **Motion carries.**
47. **Motion** to authorize Rick Koehler and Richard Bailo to attend the 2023 PSATS Conference in Hershey, Pa was made by Mr. Koehler with a second by Mr. Henderson. Voting: All in favor. **Motion carries.**
48. **Motion** to designate Rick Koehler as the 2023 PSATS Conference voting delegate was made by Mr. Henderson with a second by Mr. Koehler. Voting: All in favor. **Motion carries.**
49. **Motion** to appoint Rick Koehler as liaison to the Delaware Township Volunteer Fire Company was made by Mr. Koehler with a second by Mr. Henderson. Voting: All in favor. **Motion carries.**
50. **Motion** to authorize snow plowing at the following locations by the Township Public Works Department: Delaware Township Fire Department and Ambulance Corps Main Building and Sub stations was made by Mr. Koehler with a second by Mr. Henderson. Voting: All in favor. **Motion carries.**
51. **Motion** to authorize snow plowing at the Delaware Cemetery and the American Legion by the Township Public Works Department was made by Mr. Koehler with a second by Mr. Henderson. Voting: All in favor. **Motion carries.**
52. **Motion** to approve New Year's Day, Martin Luther King Jr., Presidents Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day as paid holidays was made by Mr. Koehler with a second by Mr. Henderson. Voting: All in favor. **Motion carries.**



53. **Motion** to set the Delaware Township Board of Supervisors workshops the second and fourth Wednesday of each month at 6:00 pm except for November and December as follows:

January 11<sup>th</sup> and 25<sup>th</sup>, February 8<sup>th</sup> and 22<sup>nd</sup>, March 8<sup>th</sup> and 22<sup>nd</sup>, April 12<sup>th</sup> and 26<sup>th</sup>, May 10<sup>th</sup> and 24<sup>th</sup>, June 14<sup>th</sup> and 28<sup>th</sup>, July 12<sup>th</sup> and 26<sup>th</sup>, August 9<sup>th</sup> and 23<sup>rd</sup>, September 13<sup>th</sup> and 27<sup>th</sup>, October 11<sup>th</sup> and 25<sup>th</sup>. November and December meetings ONLY will be on the first and third Wednesday of each month on the following dates: November 1<sup>st</sup> and November 15<sup>th</sup>, and December 6<sup>th</sup> and December 20<sup>th</sup>.

was made by Mr. Koehler with a second by Mr. Henderson. Voting: All in favor. **Motion carries.**

54. **Motion** to set the Delaware Township Board of Supervisors regular meetings the second and fourth Wednesday of each month at 7:00 pm except for November and December as follows:

January 11<sup>th</sup> and 25<sup>th</sup>, February 8<sup>th</sup> and 22<sup>nd</sup>, March 8<sup>th</sup> and 22<sup>nd</sup>, April 12<sup>th</sup> and 26<sup>th</sup>, May 10<sup>th</sup> and 24<sup>th</sup>, June 14<sup>th</sup> and 28<sup>th</sup>, July 12<sup>th</sup> and 26<sup>th</sup>, August 9<sup>th</sup> and 23<sup>rd</sup>, September 13<sup>th</sup> and 27<sup>th</sup>, October 11<sup>th</sup> and 25<sup>th</sup>. November and December meetings ONLY will be on the first and third Wednesday of each month on the following dates: November 1<sup>st</sup> and November 15<sup>th</sup>, and December 6<sup>th</sup> and December 20<sup>th</sup>.

was made by Mr. Koehler with a second by Mr. Henderson. Voting: All in favor. **Motion carries.**

55. **Motion** to authorize Delaware Township Safety Committee to meet on the first Tuesday of each month at 8:30 am was made by Mr. Koehler with a second by Mr. Henderson. Voting: All in favor. **Motion carries.**

56. **Motion** to approve Delaware Township Planning Commission meetings and workshops on the first and third Tuesday of each month or as necessary at 6:30 pm was made by Mr. Koehler with a second by Mr. Henderson. Voting: All in favor. **Motion carries.**

57. **Motion** to authorize Delaware Township Zoning Hearing Board to meet on an as needed basis at a time to be determined by the Board was made by Mr. Koehler with a second by Mr. Henderson. Voting: All in favor. **Motion carries.**

58. **Motion** to authorize Delaware Township Building Hearing Board to meet on an as needed basis at a time to be determined by the Board was made by Mr. Koehler with a second by Mr. Henderson. Voting: All in favor. **Motion carries.**

59. **Motion** to authorize Delaware Township Recreation Committee to meet on the second Monday of each month at 6:00 pm was made by Mr. Koehler with a second by Mr. Henderson. Voting: All in favor. **Motion carries.**





60. **Motion** to appoint the Pike County Dispatch, the Tri-County Independent and the Pocono Record as the official Township newspapers was made by Mr. Koehler with a second by Mr. Henderson. Voting: All in favor. **Motion carries.**

**Public Comment** – none.

61. **Motion** to Adjourn was made at 6:18 p.m by Mr. Koehler with a second by Mr. Henderson. Voting: All in favor. **Motion carries.**